

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000385--UNV Budget Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Sudan
Host Institute	United Nations Interim Security Force in Abyei
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 30-06-2022
Possibility of Extension	Yes
Expected Starting Date	01-07-2021
Duty Station	Abyei [SDN]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Non Family duty station

Living Conditions

General: This assignment is based in the UNISFA Headquarters – Abyei - Sudan. Currently this duty station is designated as non-family. Due to the terrain, the area is prone to flooding during the rainy season which lasts from late May until Mid-November. The average rainy season temperature is 30°C and temperatures in the dry season average 37°C.

Accommodation: Due to the security situation in Abyei, coupled with the fact that there are limited residential accommodation options in the community that meet UN security and safety standards for staff, expatriate UN staff deployed to Abyei are generally provided secured UN accommodation in a camp-style environment. The UN-provided accommodation is equipped with minimum room furniture and is configured as single room with bath and toilet facilities. Power and water (including purified water) is provided inside the camp by the UN. As per OHRM rules, a reasonable cost recovery for accommodation is made from VLA. Due to the duration of the issuance of

the Sudanese visa, UNVs may temporary and/ or permanently be assigned to Gok-Machar which is one of the UNISFA sectors where visas for Sudan are not required. Accommodation and conditions in Gok-Machar are similar to those in Abyei.

Food and Diet: There is a UN managed cafeteria inside the UN Camp in Abyei. The standard and quality of food is limited with a repetitious daily menu. Wide varieties of food are not available and may not be to the personal taste of UNVs. Volunteers may wish to cook their own meals in common kitchen facilities situated at convenient locations within the camp. This would require the volunteer to obtain basic cooking items such as saucepans, fry pans, plates, knives, etc.

Health: UN Volunteers should be aware that they could be exposed to a number of tropical diseases and should complete all medical formalities specified in the Offer or Travel Advisory before traveling. Yellow Fever vaccination is compulsory before coming to the mission area, while vaccinations for Hepatitis A & B, Typhoid, Tetanus/Diphtheria, Polio and Meningitis are recommended if confirmed by the volunteer's physician. UN Volunteers, like other international personnel, are to bring their Vaccination Card to the mission. Malaria prophylaxis is highly recommended. Due to large numbers of various types of insects in the mission area, it is also recommended to use insecticide-impregnated nets and insect repellants. UN personnel have access during working hours to a Civilian Clinic (Level 1) inside the UN Camp at Abyei and 24-hour access to a fully operational military hospital (Level 2) within same camp at Abyei.

Rest and Recuperation: International personnel in UNISFA, including UN volunteers, are entitled to a 6 -week Rest and Recuperation (R&R) cycle. This means that after every 6 weeks of being in the mission area, the volunteer is entitled to take a break in either Entebbe (UNISFA designated R & R location) or any other destination outside the mission area. The entitlement is 5 calendar days R&R, 1 day official (Admin) and 2 travel days. The UN flight from Abyei or any other deployed site in the mission area to Entebbe can be used for free (return flight). However, personnel are responsible for their accommodation, meals and any other expenses while on R&R. R & R trips must be approved by the supervisor.

Assignment Details

Assignment Title UNV Budget Officer

Organizational Context & Project Description

UNISFA was established in July 2011 under authority of the UN Department of Peacekeeping Operations (DPKO). UNISFA is mandated to monitor and verify the redeployment of any Sudan or South Sudan forces in the Abyei area, to facilitate the delivery of humanitarian aid and the free movement of relief workers in and around Abyei, to take the necessary actions to protect UN personnel (facilities, installations and equipment), to ensure security and freedom of movement of civilians in the area, and later to organize the referendum

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Chief Budget Officer (CFBO), the UN Volunteer will undertake the following tasks:

- Prepares and submits draft cost estimates for review/finalization by the CFBO;
- Analyses and approves the requirements submitted by the mission's administrative sections and substantive offices;
- Manages and prepares the allotments, sub-allotments and redeployment of funds when necessary in order to ensure that funds are available to carry out the mission's activities;
- Assist the CBO in the preparation of budget performance reports and other reports as required;
- Liaises with section chiefs, substantive offices and the office of the Head of the Mission to coordinate on budgetary matters;

- Keeps record of requisition and purchase orders raised by Account Holders;
- Review and monitor budget expenditures;
- Assist CFBO in elaboration of resource agreements;
- Undertake research and provide support to CFBO;
- Monitor budget implementation;
- Completes monthly staffing incumbency reports;
- Produces monthly expenditure reports for distribution to Section Chiefs

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

Timely submission of reports (incumbency, expenditure, troops strength, etc.);

Ability to identify and resolve data discrepancies;

Observing deadlines and achieving results in a timely fashion

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Minimum Bachelor's Degree from accredited university is required, preferably in Finance, Business Administration, Accounting, Economics, or related field.

Required experience 60 months

Experience Remark

At least 5 years of progressively responsible experience in budget or finance. Experience in the area of Budgeting and Financial management systems is required.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other finance, economics and administration related experience Mandatory

Area of Expertise Requirement

Area of Budgeting and Financial management systems.

Need Driving Licence Yes

Competencies & Values

- Accountability
- Client Orientation
- Commitment and Motivation
- Integrity

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code SDNR000385-9274

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 01 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDM4NQ==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.